

# Arkansas WebIZ Patient Duplicates

## Sub-Module Tutorial

### Purpose:

This feature allows users to view previously identified duplicates for a selected patient record and/or to add new duplicates for resolution by the Arkansas WebIZ Administrative Team. Duplicates can be identified by the system or by a user.

**Using this sub-module to identify duplicate records means you no longer need to call, email, or fax the Arkansas WebIZ administrative office with your patient duplicates.**

Once you complete the process of identifying a duplicate, the system will store it so that it can be reviewed and reconciled by an Arkansas WebIZ System Administrator.

To identify duplicate records in Arkansas WebIZ, follow these steps:

**STEP 1:** Select the patient whose record you want to work with and click on the “Duplicates” button.

**Search Criteria**

Patient ID

Identifier Type

Identifier Value

Last Name

First Name

Middle Name

DOB

Gender

SCH

JON

02/13/1986

Birth Info

Mother Last Name

Mother First Name

Mother Middle Name

Mother Maiden Name

Previous Criteria

Clear

Search

Step 1: Select the patient whose record you want to work with and click on the “Duplicates” button.

**Search Results**

	ID	Name	Phone	Insurance	VFC	Gender	DOB		
<input checked="" type="radio"/>	2791710	SCHULTZ, JONATHAN D 123 USED TO LIVE HERE DR LITTLE ROCK, AR 72205			5	M	02/13/1986		
<input type="radio"/>	2975067	SCHULTZ, JONATHAN 123 NOW I LIVE HERE DR LITTLE ROCK, AR 72205			5	M	02/13/1986		

Demographics

Local IDs

Programs

Precautions / Contraindications

Notes

Treatments

Events

Consent


Immunizations

Education

Duplicates


**STEP 2:** Click on the *Magnifying Glass* icon to identify new duplicates. **PLEASE NOTE:** In this example no duplicate records have been previously identified for the selected patient record.

**Patient Duplicates**



Review duplicates already identified and/or search for additional duplicates below and enter additional comments then click the "Add to Duplicates" button to add to the duplicate list. 

**View** SCHULTZ, JONATHAN (2791710) DOB: 02/13/1986 AGE: 27Y 3M 13D

**Duplicates Already Identified**

 No records found

**Search for Additional Duplicates**

Patient ID   

Step 2: Click on the Magnifying Glass icon to identify new duplicates. This will bring up the "Search Criteria" window.

**STEP 3:** Enter the patient search criteria to bring up a list of possible duplicate records (see screen shot under step 4)

[https://adhimreg.arkansas.gov/webiznet\\_adh\\_test/webcode/lookups/patientlookup.aspx?RESTRICTED\\_SEARCH\\_CONDITIC](https://adhimreg.arkansas.gov/webiznet_adh_test/webcode/lookups/patientlookup.aspx?RESTRICTED_SEARCH_CONDITIC)

**Search Criteria**

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
SCH	JON		02/13/1986	<input type="text"/>
<b>Birth Info</b>				
Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Previous"/>			<input type="button" value="Clear"/>	<input type="button" value="Search"/>

Step 3: Enter the patient search criteria to identify possible duplicate records and click on the "Search" button

**STEP 4:** Double click on the patient record that you have identified as a possible duplicate. This will auto-populate the *Patient ID* field on the *Patient Duplicates* screen.

https://adhimreg.arkansas.gov/webiznet\_adh\_test/webcode/lookups/patientlookup.aspx?RESTRICTED\_SEARCH\_CONDITIO

**Patient Search Results - 2 record(s)**

ID	Name	Gender	DOB	
2791710	SCHULTZ, JONATHAN D. 123 USED TO LIVE HERE DR LITTLE ROCK, AR 72205	M	02/13/1986	
2975067	SCHULTZ, JONATHAN 123 NOW I LIVE HERE DR LITTLE ROCK, AR 72205	M	02/13/1986	

Revise Cancel

Revise Cancel

**NOTE:**

Clicking on the "revise" button will allow you to make changes to your search. Clicking on the "cancel" button will take you back to the "Patient Duplicates" screen.

Double click on the patient record that you have identified as a possible duplicate. This will auto-populate the "Patient ID" field

**STEP 5:** In the *Additional Comments* field specify information that might be useful to the Arkansas WebIZ System Administrator when combining these records. **PLEASE NOTE:** The *Additional Comments* field is a required field.

**STEP 6:** Click on the *Add to Duplicates* button. This information will now be stored in the Arkansas WebIZ system so that the Arkansas WebIZ System Administrator can review and reconcile the records.

**Patient Duplicates**

Review duplicates already identified and/or search for additional duplicates below and enter additional comments then click the "Add to Duplicates" button to add to the duplicate list.

**View** SCHULTZ, JONATHAN (2791710) DOB: 02/13/1986 AGE: 27Y 3M 13D

**Duplicates Already Identified**

No records found

**Search for Additional Duplicates**

**Patient ID**

SCHULTZ, JONATHAN (2975067)

**Additional Comments**

THIS PATIENT HAS A DUPLICATE RECORD. ID 2791710 IS THE CORRECT RECORD TO KEEP

**Add to Duplicates**

Step 6: Click on the "Add to Duplicates" button

This icon will clear the Patient ID field

Step 5: specify information that might be useful to the Arkansas WebIZ System Administrator when combining these records.



In this example, a duplicate was already identified by another user in the Arkansas WebIZ Application.

**STEP 2:** Click the *view* button and you will be able to view the selected record with the previously identified duplicate record side by side.

**Patient Duplicates**  
Review duplicates already identified and/or search for additional duplicate records. Then click the "Add to Duplicates" button to add to the duplicate list.

**View** SCHULTZ, JONATHAN (2791710) DOB: 02/13/1986 AGE: 27Y 3M 13D

**Duplicates Already Identified**

Patient ID	Last	First	Middle	Gender	DOB	Identified By			
2975067	SCHULTZ	JONATHAN		M	02/13/1986	JONATHAN SCHULTZ		?	<a href="#">View</a>

**Search for Additional Duplicates**



**Patient ID**

**Additional Comments**

If the duplicate has already been identified, the system will list it under the "Duplicates Already Identified" table.

Step 2: Click the "View" button to view this record and the selected record side by side

*This is an example of what the side by side view looks like*

SCHULTZ, JONATHAN D (2791710)				SCHULTZ, JONATHAN (2975067)			
Last Name	SCHULTZ			<input type="radio"/>	SCHULTZ	Last Name	
First Name	JONATHAN			<input type="radio"/>	JONATHAN	First Name	
Middle Name	D			<input type="radio"/>		Middle Name	
Generation				<input type="radio"/>		Generation	
INC ID	3360750			<input type="radio"/>		INC ID	
Alias				<input type="radio"/>		Alias	
Gender	M			<input type="radio"/>	M	Gender	
DOB	02/13/1986			<input type="radio"/>	02/13/1986	DOB	
SSN				<input type="radio"/>		SSN	
Language	English			<input type="radio"/>		Language	
Mother Maiden				<input type="radio"/>		Mother Maiden	
Mother First				<input type="radio"/>		Mother First	
Mother Middle				<input type="radio"/>		Mother Middle	
Mother Last				<input type="radio"/>		Mother Last	
Multiple Birth	N			<input type="radio"/>	N	Multiple Birth	
Primary Contact				<input type="radio"/>		Primary Contact	
Primary Address	123 USED TO LIVE HERE DR LITTLE ROCK, AR 72205			<input type="radio"/>	123 NOW I LIVE HERE DR LITTLE ROCK, AR 72205	Primary Address	
Secondary Address	123 USED TO LIVE HERE DR LITTLE ROCK, AR 72205			<input type="radio"/>	123 NOW I LIVE HERE DR LITTLE ROCK, AR 72205	Secondary Address	
Default Provider	ADH TRAINING			<input type="radio"/>	ADH TRAINING	Default Provider	
Default Clinic	ADH IZ TRAINING			<input type="radio"/>	ADH IZ TRAINING	Default Clinic	
Created By	ADH LEGACY USER			<input type="radio"/>	JONATHAN SCHULTZ	Created By	
Created On	10/9/2012 8:58:12 PM			<input type="radio"/>	5/26/2013 5:26:52 PM	Created On	
 							
<b>Ethnicity</b>				<b>Ethnicity</b>			
<input type="radio"/> Not Hispanic or Latino				<input type="radio"/>			
<b>Race</b>				<b>Race</b>			
<input type="radio"/> White				<input type="radio"/>			
There are no races				There are no races			
<b>Health Insurance</b>				<b>Health Insurance</b>			
There are no insurance sources				There are no insurance sources			
<b>Precautions / Contraindications (Effective Date)</b>				<b>Precautions / Contraindications (Effective Date)</b>			
<input type="radio"/> History of Varicella (Chickenpox) 05/09/2013				<input type="radio"/>			
There are no Precautions / Contraindications				There are no Precautions / Contraindications			
<b>Vaccination (Vaccine/Dose/Date/Clinic)</b>				<b>Vaccination (Vaccine/Dose/Date/Clinic)</b>			
<b>Hep A</b>				<b>Hep A</b>			
<input type="radio"/> Hep A, adult 1 05/21/2013 ADH TRNG				<input type="radio"/>			
<b>Hep B</b>				<b>Hep B</b>			
<input type="radio"/> Hep B, adult 1 05/21/2013 ADH TRNG				<input type="radio"/>			
<b>MMR</b>				<b>MMR</b>			
<input type="radio"/> MMR 1 05/21/2013 ADH TRNG				<input type="radio"/>			

**PLEASE NOTE:** You will not be able to combine the record, as this will be performed by an Arkansas WebIZ System Administrator; however, you will be able to determine which record to use when adding immunizations.